

## OES-657: PROPERTY RECEIPT

This form is used to record the receipt of equipment obtained by the Law Enforcement Agency (LEA)

- It must be signed by the authorized screener and must have the 1348 form attached.
- This form is part of the official reconciliation file, and is utilized to record equipment assigned to an LEA's 1033 inventory records.

### Follow the steps below when completing the 657

Agency Name	Your agency Name
Screening Date	Date property was screened on line
Was all requested property received	Mark Yes if all requested property was received Mark No if none or partial requested property was not received
DD1348 attached	Mark Yes (the 1348 form should always be submitted with the 657 form).
Property Location	Name of DRMO
Item	Nomenclature of item
QTY	Number of items received
Unit Price	Price of equipment. Found on 1348 form, top middle section
National Stock Number (NSN)	Found on the 1348 form, block 25
DTID	Is the TID number at the bottom right hand corner of the 1348 form
DEMIL	Mark yes or no. Block 26 on 1348 form tells you whether an item is Demil or not Demil
If all/partial property was received	Sign this block only if all or partial property screened was received
Signature	Your signature
Print Name	Your first and last name (has to be a screener)
Date	Date form is submitted
Phone Number	Your phone #
State Coordinator Office Approval	Leave Blank